



Careers Convention

Information Booklet

Wednesday 6th November 2019

7pm—9pm

Thank you to our business partners





Dear Pupil & Parent/Carer,

Welcome to this year's Careers Convention hosted by Meldrum Academy.

We are delighted that over 50 organisations including Further and Higher Education institutions have agreed to attend our Careers Convention to advise our pupils and their parents/carers about future career and educational opportunities. Employment patterns in the 21st century are evolving and changing more rapidly than at any time in the past and it is essential that our young people have as much advice as possible to help them prepare for the future. Evenings such as this play a valuable role in giving such advice and perhaps stimulating ideas about careers not previously considered.

This year we have added two new aspects to the evening:

- industry drop-in presentation sessions in 4 sector areas
- mock interviews

You will find more information regarding these within this booklet.

Our staff team, business partners and a selection of senior pupils have put a lot of work into the preparation of the evening and I would like to take this opportunity to thank them all for the effort they have put in. Their enthusiasm has been infectious and has certainly contributed toward the excellent take up by companies and institutions.

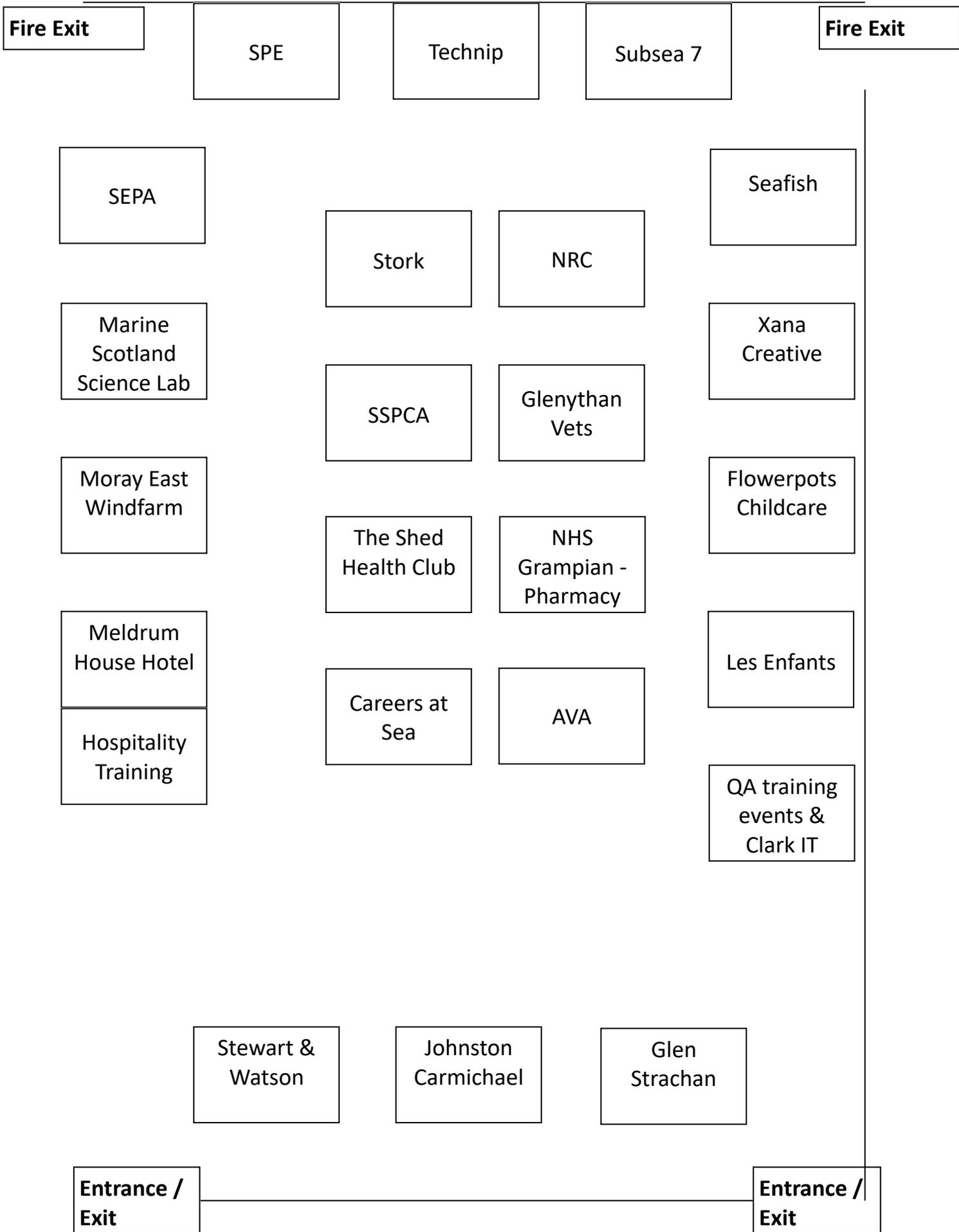
I do hope that you find the Convention stimulating and valuable and I look forward to seeing you.

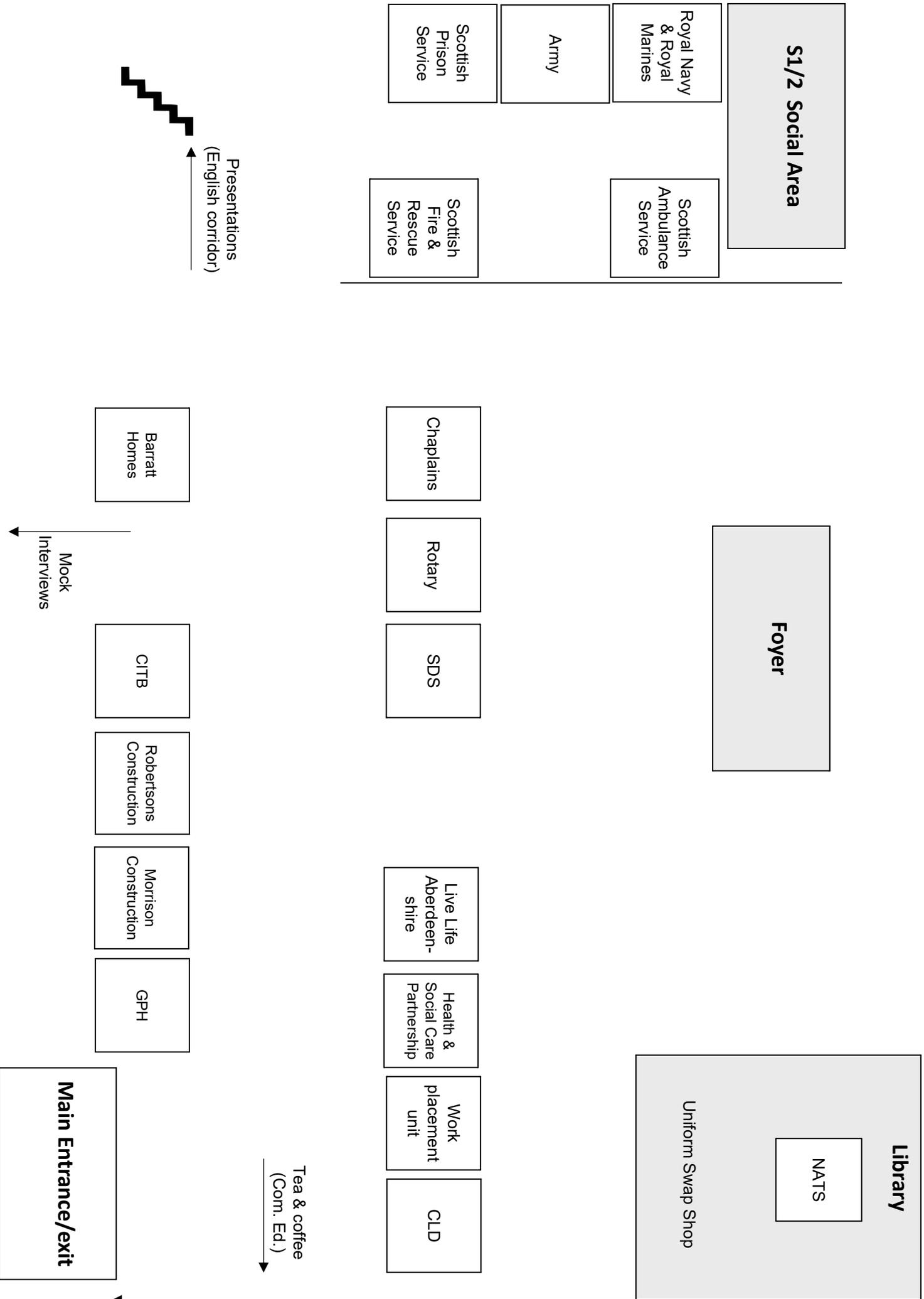
Kind regards
Ian Jackson
Head Teacher

	Institution/Business	Room
1	Aberdeenshire Health & Social Care Partnership	Foyer
2	Aberdeenshire Voluntary Action	Assembly Hall
3	Army Careers	S1/2 Social Area
4	Barratt North Scotland	Foyer
5	Community Learning and Development - Aberdeenshire Council	Foyer
6	Construction Industry Training Board	Foyer
7	Flowerpots Childcare	Assembly Hall
8	Glen Strachan Architect	Assembly Hall
9	Glenythan Vet Group	Assembly Hall
10	GPH Builders Merchants	Foyer
11	Johnston Carmichael	Assembly Hall
12	Les Enfants	Assembly Hall
13	Live Life Aberdeenshire	Foyer
14	Marine Scotland Science	Assembly Hall
15	Meldrum House Hotel & Hospitality Training	Assembly Hall
16	Moray East Offshore Windfarm	Assembly Hall
17	Morrison Construction	Foyer
18	NATS (National Air Traffic Services)	Library
19	NHS Grampian - Pharmacy	Assembly Hall
20	North East Scotland College	Cafeteria
21	NRC	Assembly Hall
22	QA Training Events & Clark IT	Assembly Hall
23	Queen Margaret University	Cafeteria
24	Robert Gordon University	Cafeteria
25	Robertson Construction Eastern	Foyer
26	Rotary Club of Oldmeldrum	Foyer
27	Royal Navy	S1/2 Social Area

	Institution/Business	Room
28	School Chaplains	Foyer
29	Scottish Ambulance Service	S1/2 Social Area
30	Scottish Environment Protection Agency	S1/2 Social Area
31	Scottish Fire & Rescue Service	S1/2 Social Area
32	Scottish Prison Service	S1/2 Social Area
33	Scottish SPCA	Assembly Hall
34	Seafish	Assembly Hall
35	Skills Development Scotland	Foyer
36	Society of Petroleum Engineers	Assembly Hall
37	SRUC Aberdeen	Cafeteria
38	Stewart and Watson	Assembly Hall
39	Stork	Assembly Hall
40	Student Awards Agency Scotland (SAAS)	Cafeteria
41	Subsea7	Assembly Hall
42	Technip	Assembly Hall
43	The Shed Health Club	Assembly Hall
44	University of Aberdeen	Cafeteria
45	University of Dundee	Cafeteria
46	University of Edinburgh	Cafeteria
47	University of St Andrews	Cafeteria
48	University of Stirling	Cafeteria
49	University of Strathclyde	Cafeteria
50	Work Placement Unit - Aberdeenshire Council	Foyer
51	Xana Creative	Assembly Hall

Assembly Hall





Cafeteria: Higher & Further Education

SAAS

NESCOL

University
of
Stirling

University
of Dundee

University
of
St. Andrews

University
of
Aberdeen

SRUC

Queen
Margaret
University

Abertay
University

Robert
Gordon
University

University
of
Edinburgh

Robert
Gordon
University

University
of
Strathclyde

Industry Presentations

This year we have drop-in presentations from four sectors. Each presentation lasts 20 minutes and will be repeated 4 times throughout the night at the following times:

19.00
19.30
20.00
20.30

These will take place on the first floor in the English corridor classrooms. The presentations will be from the following sectors:

- The Hospitality Industry Room R206 – Meldrum House Hotel
- Oil and Gas Sustainability Room R207 – Society of Petroleum Engineers (SPE)
- The Apprenticeship Family Room R214 – Skills Development Scotland (SDS)
- Health and Medical Profession Room R211

An announcement will be made 5 minutes before the start of each presentation. You are welcome to attend any of the presentations on the night. There is no need to sign up beforehand.

We would like to take this opportunity to thank our partners for the organisation and delivery of these sessions which we know will be informative and add enormous value to the evening.

Mock Interviews

You are invited to participate in a mock interview during the Careers Convention.

Employers from the area have agreed to conduct these interviews. Throughout the evening, there are twelve interview slots available. Your interview will last **ten** minutes. Following your interview you will be provided with written feedback on your performance in terms of your responses to the questions and the way you present yourself in the interview.

In preparation for your interview, you should consider the skills listed in the advert below. Do not be put off by the area of industry. The specific role is not important, it is more about the skills and qualities you possess which can be transferred into the workplace. You may wish to ask someone to help you prepare in advance of your interview. You do not need to produce a Curriculum Vitae.

The questions you will be asked are noted after the advert.

Part Time Retail Assistant

This commercial brand of a leading digital communications company has over 25 million customers across the UK. It is one of the world's most innovative companies putting our customers at the heart of everything we do.

We are much more than just a network. We open-up the endless possibilities of technology, connecting our customers to the things that they love and exploring new ways to open up the world for them.

With over 450 stores across the UK, our retail team is at the forefront of offering our customers more. You can be part of it. We are always on the lookout for great talent. Just like our customers, we offer our employees more.

From a choice of benefits, rewards, training and ongoing career development there are many reasons to join this company.

Your role

Your role as a Full time/Part time Assistant is to be a high performing, self -motivated and engaged team member. You will need to be clear on what great in-store performance and customer service looks like.

Skills our company value include:

- | | |
|-----------------|-------------------|
| ➤ Ambition | ➤ Problem solving |
| ➤ Communication | ➤ Resilience |
| ➤ Honesty | ➤ Respect |
| ➤ Leadership | ➤ Responsibility |
| | ➤ |

Teamwork

As part of a leading brand we offer a differential customer experience. You will do this by getting to know our customers through having great conversations and understanding their needs and what they want so that you can sell the right product and service to them. Making every day better for our customers through personal experiences that count.

Responsibilities

The main responsibilities of the role are:

- Being passionate about our products, services and understanding what we offer as a business.
- Working to and following our customer excellence framework to make sure you are delivering a great personalised customer service/experience in store.
- Working to store targets - selling and discussing products and services to meet the customer needs in an enthusiastic and knowledgeable way.
- Being aware of your own performance.
- Using in store systems and working to processes.
- Taking ownership of what you do and making sure the Store operates effectively.
- Taking ownership for your development with support from your Store Leader.
- Working with your team to take ownership of the store appearance. Taking pride in where you work.

Interview Questions:

- 1) Tell me something about yourself. How would you describe yourself? (*Honesty*)
- 2) What skills would you bring to this role? (*Communication/Leadership/Problem Solving/Teamwork*)
- 3) Choose an area of your life that you had to work at to get better and explain how you did this. (*Resilience/Problem Solving*)
- 4) Why do you consider yourself a suitable candidate for this post? (*Ambition*)
- 5) What questions would you like to ask us? (*Leadership*)

Do:

- Prepare in advance for your interview
- Dress appropriately for interview
- Arrive promptly
- Expect to be interviewed independently

If you would like to book a mock interview, please see Ms Finnie by
the end of the school day on Monday 4th November 2019

We would like to take this opportunity to thank our partners for agreeing to host these mock interviews.

Careers Convention 2019 - Student Checklist

Use the checklist and prompts below to maximise your time. Be open minded. Explore all options available to you.

Have you...

Visited at least 5 different stands and spoken to the advisor(s) on each of the stands?	Identified and discussed at least TWO potential career paths?	Asked about the work experience required for your chosen career path(s)?
Asked about the qualifications that are necessary for your chosen career path(s)?	Spoken about different pathways into your potential career path? (e.g. university, college, apprenticeship, etc.)	Asked about the 'pros' and 'cons' of your potential career choice(s)?
Visited a least one informative presentation? (situated in the English corridor)	Completed a mock interview? (written feedback will be made available at a later date)	Taken appropriate brochures, leaflets, etc. away to read later (if available) from the stands you visit?

5 tips to get the most out of this Careers Convention:

- Talk to as many of the exhibitors as you can
- Ask as many relevant questions as possible
- Keep an open mind as to any potential career paths
- Make sure you feel comfortable with the career choices you are making
- Take notes yourself as well as collecting appropriate leaflets/brochures

Notes: